

Check the manual

Questions about registering to e-file and e-filing processes?

The *MDEC Policies and Procedures Manual* has answers to many of the questions you may encounter when filing:

www.mdcourts.gov/mdec/pdfs/manual.pdf.

New information, answers to frequently asked questions, and technical updates are posted on the e-filing website:

www.mdcourts.gov/mdec/efiling.html.

Questions about the e-filing application that are not answered in the manual?

Contact the MDEC vendor, Tyler Technologies, at 800-297-5377.

Other questions?

Email mdec@mdcourts.gov or efilinginfo@mdcourts.gov.

Questions about court processes

For questions about court processes, contact the court you are filing in.

Anne Arundel County Circuit Court
410-222-1397

Anne Arundel County District Court
410-260-1800

Court of Special Appeals
410-260-1450

Court of Appeals
410-260-1500

General information about MDEC and e-filing is also available on the Maryland Judiciary website www.mdcourts.gov.



MDEC Maryland Electronic Courts and E-FILING

- What it is
- How it works
- How to use it



What is MDEC?

Maryland Electronic Courts (MDEC) is a Judiciary-wide integrated case management system that will be used by all the courts in the Maryland court system.

How it works

MDEC is a paper-on-demand system. Documents are filed and served electronically through e-filing and e-service. Courts collect, store, and process records electronically, and can instantly access complete records as cases travel from District Court to Circuit Court and on to the appellate courts. The official court record is the electronic file maintained on the court's servers.

Who has to e-file?

Attorneys are required to e-file in counties where MDEC has launched. People who are representing themselves (self-represented litigants) can decide to e-file; but, once they register to e-file, they then **must** e-file.

MDEC is launching county by county and is currently available only in Anne Arundel County: **As of October 14, 2014, mandatory e-filing began for attorneys filing in Anne Arundel County (non-criminal pleadings — civil, family, and juvenile cases).** This includes District Court, Circuit Court, Court of Special Appeals, and Court of Appeals.

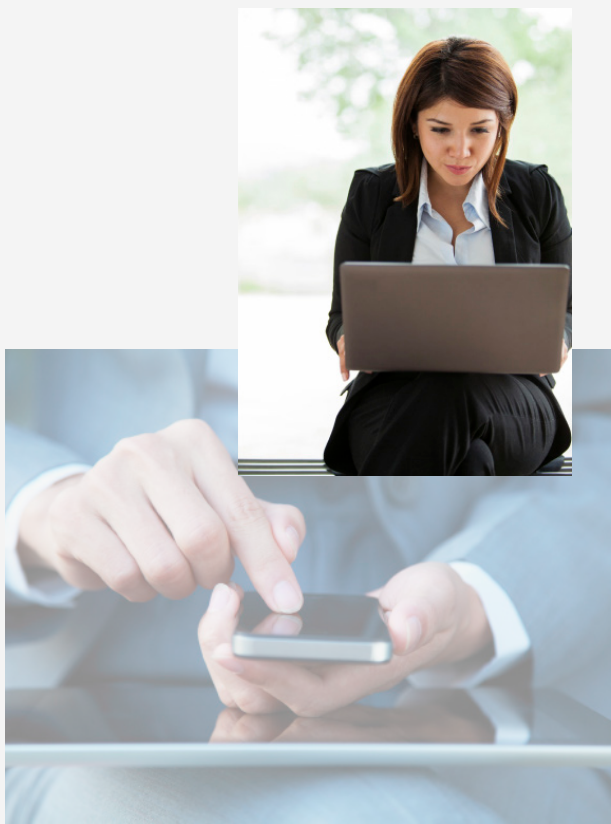
This applies to all attorneys who practice in Anne Arundel County.

How to use it

MDEC works through the Odyssey File and Serve program, which is a Web-based application designed to allow registered users to file documents electronically and serve documents on other registered users.

In order to become a registered user, an individual must maintain a current email address and valid credit card for billing purposes.

Access to electronic records is also available. Attorneys or parties filing electronically in a case have full access, including remote access, to all case records in that action.



Other things to know

MDEC accepts the following credit cards for filing: Visa, MasterCard, Discover, and American Express. A 3.5% convenience fee is applied for processing by the credit card company.

- If a submission is not filed with the correct filing code the court has authority to change and accept the filing code which may or may not result in additional fees being assessed.
- All submissions must contain an electronic signature, a certificate of service, and a certificate of redaction.
- Filing case information reports: When filing a civil domestic or civil non-domestic case in the circuit court, you are required to attach the appropriate case information report to the filing, pursuant to Maryland Rule 2-111 and Maryland Rule 20-103. The case information report must be filed for both original and reopened cases. You can obtain fillable copies of the forms at the following link: www.mdcourts.gov/courtforms.

How to start

For more detailed information about registering to e-file, technical requirements, and processes, see:

- The *MDEC Policies and Procedures Manual* on the Maryland Judiciary website, www.mdcourts.gov/mdec/pdfs/manual.pdf and
- The Odyssey File and Serve User Guides on the Odyssey File and Serve portal.